DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Clinical Administration			
Position No / Agency-Unit-Class-Serial 502-500-5393-710	**Unit** Assistant Clinical Administrator's Office			
Class Title Analyst II	**Location** DSH-Patton			
Subject to Conflict of Interest ☐Yes ☒No	**CBID**	**Work Week Group:**	**Pay Differential**	**Other**

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the general direction of the Assistant Clinical Administrator, Analyst II is responsible for varied consultative and complex technical analytical assignments. Independently plans and conducts complex operational and compliance analyses; evaluates findings and alternatives; and presents recommendations to Clinical Administration for consideration and implementation. Assists Clinical Administration with program evaluation and planning; Provides data, analysis and recommendations to Clinical Administration related to performance improvement and quality assurance projects; monitors compliance with all applicable Federal, State, and Local regulations/laws; and other related duties assigned.

40%	**Data Analysis & Management** • **Track, analyze and maintain various forms of data related to related to quality assurance projects and plans of corrections and make recommendations to leadership regarding system or process improvements.** • **Develop, maintain, and monitor databases/spreadsheets to ensure compliance with mandated timelines for responses as per control agencies. Monitor the nature, disposition and corrective actions taken.** • **Develop and maintain weekly, monthly, quarterly, and annual reports and identify trends and deficiencies in the data.** • Assist the Clinical Administrator's Office with preparing Governing Body, Quality Council and other reports. • Assist Clinical Administration in responding to inquiries and providing responses to requests from internal and external stakeholders including programs, Department of State Hospitals-Sacramento (DSH-SAC), etc. regarding requests for data.
30%	**Project Management & Policy Development** • **Lead projects involving hospital operations, such as the Clinical Escort Program and Behavioral Drills;** • Research, evaluate program and departmental processes and procedures to identify operational barriers, propose solutions to leadership and prepare written findings and recommend process or policy improvements to management and executive leadership;

	• Review, research, and analyze Administrative Directives, Policy Directives, Operational Procedures, Nursing Policy and Procedures and propose changes to ensure compliance with licensing regulations and State and Federal laws and regulations related to hospital operations; • Participate in special projects to improve hospital operations; identify issues and recommend appropriate action to be taken;
20%	**Audits Monitoring & Special Projects** • Develop and perform audits for various activities to maintain compliance with hospital operations, regulations and licensing guidelines. • Make recommendations to management on quality and process improvements. • Provide training and consultation of hospital policies and procedures. • Serve as a liaison between Clinical Administration the programs and outside departments. • Perform special projects and assignments that vary based on operational needs, and emerging priorities.
10%	**Other duties as assigned** Provides temporary administrative and clerical coverage during the absence of designated support staff to maintain continuity of office operations. Duties may include, but are not limited to, responding to inquiries, routing correspondence, coordinating communications, organizing documents, and performing related administrative support actives as needed. Performs other related duties consistent with operational needs and the scope of Analyst II classification.
Other Information	**KNOWLEDGE OF:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership. Facilitate or lead a work group or team to accomplish work assignment objectives and goals. Participate in meetings with all levels of staff to provide consultative services, status reports and recommendations using handouts, audio/visual aids, and electronic data sources. Respond to inquiries from legislative offices, government agencies, special interest groups and the general public in accordance with established policies and guidelines. **ABILITY TO:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables,

spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees. Work in the Secure Treatment Area (STA).

REQUIRED COMPETENCIES:

PHYSICAL
The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Possess excellent communication skills
- Manage hospital compliance with issues of Privacy and Security
- Ability to gain and maintain the confidence and cooperation of staff at all levels of the organization, outside agencies and assigned legal counsel. California Criminal Laws, Statutes, and Codes.
- Report to work on time and follow procedures for reporting absences
- Maintain professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, and the public.
- The work entails routinely encountering and interacting with patients, family's conservators, judges, court personnel, attorneys, staff from other DSH and non DSH facilities, union representatives and staff throughout the facility, thus sensitivity and tolerant, even- temperament is required.

TECHNICAL PROFICIENCY (SITE SPECIFIC) -

- Exercise self-motivation and the ability to meet established deadlines

	• Ability to multitask and handle both systemic and detailed work in an organized and tactful manner • Ability to process information quickly, accurately, and objectively • Proficient in Word, Excel, Outlook, PowerPoint. Use spreadsheet software to create, compile, compute, organize, and present data and statistics for use in reports and other tracking activities. **WORKING CONDITIONS (FLSA)** The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date